



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LOCAL ASSISTANCE MONITORING BRANCH
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
PHONE: (916) 845-8120 FAX: (916) 845-8380**

June 8, 2009

Mr. Peter Lent, Deputy Director Fire/OES
Riverside County
4080 Lemon Street, Basement Room 8
Riverside, California 92501

SUBJECT: COMPLIANCE REVIEW REPORT
GRANT: 2008-2009, OES #065-00000
EMERGENCY MANAGEMENT PERFORMANCE GRANT

Dear Mr. Lent:

The California Emergency Management Agency (CalEMA), formerly the Governor's Office of Emergency Services (OES), conducted a compliance field review on May 28 - 29, 2009, for the above-referenced grant. CalEMA met with the Riverside County's Fire/OES staff, Kim Dana.

The purpose of the review was to determine if your organization complied with applicable laws, regulations, guidelines and policies. The grant was reviewed for compliance with the administrative and fiscal requirements as outlined in CalEMA's Recipient Subgrant Guide for Local Governments - Fiscal Year 2008, Office of Management and Budget (OMB) Circulars and the Code of Federal Regulations (CFR). Our scope included reviewing fiscal and accounting records for the grant, the most recent *Reimbursement Request Form* for the period January 1, 2009 through April 30, 2009, and its supporting documentation. CalEMA also examined the documentation supporting the required matching funds and several of the program activities. We found no instances of non-compliance. In general, the CalEMA monitor was pleased with Ms. Linda Bonesteel's documentation and record keeping for this grant, and would like to also commend Ms. Kim Dana for her preparedness, and quick and accurate response to all of the monitors' requests.

Executive Summary:

Grant Type: Emergency Management Performance Grant
Review Type: Compliance Field Review
Scope: Fiscal and Administrative
Review Period: January 1, 2009 – April 30, 2009

FINDINGS

No Findings.

ADVISORY RECOMMENDATIONS

Following is an Advisory Recommendation resulting from the compliance review.

- 44 CFR Part 13, Subpart C, Section 13.35 states, "*Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."* Although current grant funds are not being used for contracted services, during discussion of the suspension and debarment subject, staff informed the monitors that they are in the practice of checking the debarment list at www.epls.gov before entering into any contracts, but do not document these inquiries. The monitor recommended taking a screen print of the website's "negative results page" and placing it in the files to document compliance.

Thank you for the courtesy and cooperation you extended CalEMA in completing this review. If you have any questions about this letter or the enclosures, please contact Don MacMillan at (916) 845-8107, or don.macmillan@calema.ca.gov.

Sincerely,



MICHAEL BALDWIN
BRANCH CHIEF

cc: Kim Dana, Riverside County, Administrative Services Supervisor
Peggy Okabayashi, CalEMA Assistant Secretary
Joanne Phillips, CalEMA Southern Region
Yvonne Cantrell, CalEMA EMPG Coordinator
Subrecipient File